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IDENTIFIERS	California Business Education Program Guide

ABSTRACT

This secondary unit of instruction on handwriting is one of sixteen Common Core Units in Business Education (CCUBE). The units were designed for implementing the sixteen common core competencies identified in the California Business Education Program Guide for Office and Distributive Education. Each competency-based unit is designed to facilitate personalized instruction and may include five types of materials: (1) a teacher's guide, which provides specific strategies for the units as well as suggestions for the use of the materials: (2) a student manual, which directs the student through the unit's activities and jobs and brings the student to the competency level for the unit: (3) working papers, which are consumable materials used in completing the jobs and activities described in the student manual: (4) pre/post tests and quizzes, and (5) suggested electronic media. A strategies manual and the California Business Education Program Guide and supplements are also available--see note. (LRA)

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COMMON CORE UNITS IN BUSINESS EDUCATION:

Handwriting. Teacher's Guide.

1977

CE 027 592

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HANDWRITING Teacher's Guide

OBJECTIVES — The student will:

WRITE with an even slant and spacing between words and and letters, use proper proportion and letter formation, and adjust the size of the writing to fit in the space available.

PRINT block-style letters with even spacing between letters and words, use proper proportion and letter formation, and adjust the size of the printing to fit in the space available.

NUMBER with proper formation in even horizontal positions and vertical alignment, and adjust the size of the number to fit in the space available.

OVERVIEW — The student will, following an optional handwriting pretest, view READABLE WRITING, PRINTING, AND NUMBERING instructional materials in either filmstrip or slide format, complete correlated working papers, and take a post test.

Checkpoints in the working papers instruct the student to contact the teacher for approval before proceeding. These checkpoints provide the teacher with an opportunity to monitor the student's progress. Pretest and post tests cover writing, printing, and numbering objectives.

Emphasis of instructional materials is on READABLE writing, printing, and numbering and NOT TO CHANGE THE STUDENT'S BASIC WRITING STYLE. Writing, printing and numbering on the tests must be legible and easy to read.

TIME — 3 hours approximately

GRADING — 90 percent accuracy on the pretest and/or post tests to receive points, CREDIT, or a letter grade of "A"

Students not passing the pretest with 90 percent accuracy are to complete the visual materials and Working Papers before taking the post test.

Students not passing the first post test need individual work with the teacher and/or completion of the recycling activities contained in this Teacher's Guide before taking the second post test.

CE 027 592

MATERIALS

Filmstrip viewer and tape player
Machine operating instruction booklet
Headset
READABLE WRITING, PRINTING, AND NUMBERING filmstrip and cassette by Susan D. Head, 1976, available from Multi-Media Studios, 1030 48th Street, Sacramento, CA 95819

-OR-

Slide viewer and tape player
Machine operating instruction booklet
Headset
READABLE WRITING, PRINTING, AND NUMBERING Kodak carousel of slides and cassette by Susan D. Head, 1976, available from Multi-Media Studios, 1030 48th Street, Sacramento, CA 95819

-AND-

Ballpoint pen
Pencil
Red Pencil
Ruler
Working Papers - consumable
Pretest - consumable
Post Test 1 - consumable
Post Test 2 - consumable
Recycling Activities - consumable

PREPARATION

Decide if your students should be given the pretest or not. This depends on the age, background, and maturity of your students. The author feels that the majority of students using these materials will benefit by completing the entire unit.

Duplicate or have sufficient quantities of the working papers, pretest, post tests and a small quantity of the recycling activities printed for your students and your type of program.

Preview the filmstrip or slide materials and correlated working papers so that you will be familiar with the content. You must be able to answer questions and evaluate student progress at the checkpoints in the working papers and recycling activities.

Establish a work station with the viewer, headset, rulers, red pencils, instructional filmstrip or slides, and the cassette for this unit. The student is to provide a ballpoint pen and pencil unless you want to do that also. If a fully equipped handwriting work station is not possible in your particular room and program, you may wish to check out the viewer, headset, and "Handwriting Kit #104" with everything mentioned above included in the container. Either method will save you and the student time and energy gathering and distributing materials.

Establish a procedure for distributing working papers to each student. Hand them out individually after the student has taken the pretest or is ready to begin working on the unit. Have the student obtain one set of working papers from a

centrally located file. Use a method that fits your program and that conserves materials, time, and energy.

Provide security for pretest and post tests before and after testing. Do not return tests to students. File all tests in each student's permanent folder if possible. You may need to substantiate grades or clarify a situation in the future.

Establish a central testing area, if possible, where there is no talking. Tests can be distributed, collected, and even graded immediately without the benefit of prying eyes.

PROCEDURE

Pretest, if this is your choice, on an individual basis or in a large group session.

Require students to turn in working papers before giving them the post test. Look these papers over and discuss weaknesses in writing, printing, and/or numbering before giving the post test. Show the students you are interested by talking about letter height, size, slant, formation, etc. Pride in handwriting brings the most improvement.

Retain working papers in a file or box in the storeroom or in the back of a cupboard. You may have to return them to a student for review and/or discussion if the post test is not passed the first time. NEVER TOSS working papers in the "circular file" in front of students - their work is important to them! Wait until the end of the grading period to discard working papers.

If the student does not pass the first post test with 90 percent accuracy, discuss the problem areas and have the student complete the recycling activities. You may shorten or lengthen these activities based on the student's performance and your evaluation of the handwriting weaknesses.

OPTIONS

You may use the test evaluation questions with any handwritten materials completed by a student; for instance, a job application, working papers from another unit, or business forms with lines, spaces, and boxes requiring writing, printing, and numbering. Simply analyze the handwriting and answer the test evaluation questions. Grade the same as another handwriting test.

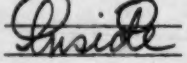
Answer Key

Directions: Answer "YES" or "NO" to each of the twenty questions to evaluate the pretest, post test 1, and/or post test 2. Circle "Y" or "N" on the student's test paper. The student must achieve 90 percent accuracy to pass the pretest and/or post test (two errors or "NO" responses allowed). Align the test with this key for easy grading.

Evaluation Technique	Handwriting components to be evaluated on Pretest, Post Test 1, and Post Test 2
	Allowing for individual differences in handwriting style, did the student...
	PART I
Draw broken lines through some down stroke letters	1. write with uniform slant in ONE of four directions?
Draw circles between words	2. leave approximately the same amount of space between words?
Draw vertical lines between letters	3. leave approximately the same amount of space between letters (allowing for extremes of "m" and "i")?
Circle two "l's"	4. write "l" tall and with a loop in the top two-thirds of the line space?
Circle two "f's"	5. write "f" with a loop two-thirds below the line of writing?
Circle three "t's"	6. write "t" with no loop and crossed with a short straight line?
Circle three "a's" and three "o's"	7. write "a" and "o" closed at the top?
Circle three "e's"	8. write "e" with a small loop?
Circle three "i's"	9. write "i" with NO loop and with a solid dot on top?
Draw slash marks through words that extend beyond the space available and indicate proper placement in the name section of the test.	10. adjust the size of the writing to fit in the space available on the form?

Align student's test paper here for easy grading.

Example: too far after



Evaluation Technique	Handwriting components to be evaluated on Pretest, Post Test A, and Post Test B Allowing for individual differences in handwriting style, did the student...
	PART II
Draw perpendicular lines through "E, I, L, or T"	11. print block-style letters using vertical lines?
Draw circles between words	12. leave approximately the same amount of space between words?
Draw vertical lines between letters	13. leave approximately the same amount of space between letters?
Draw a across the top and bottom of the words with a ruler	14. print letters of equal height for capital and lower case letters?
Draw slash marks through words that extend beyond the space available and indicate proper placement	15. adjust the size of printing to fit in the space available?
	PART III
Circle two each - 1, 2, 5	16. Write block-style numbers with no extra lines or curls?
Circle two each - 4, 7, 9	17. write block-style numbers with no extra lines or curls?
Draw a line under two groups of freehand numbers with a ruler	18. write freehand horizontal number groups evenly?
Draw a vertical line through a column of 10's and 100's with a ruler	19. write numbers in straight vertical columns without the benefit of guidelines?
Draw slash marks through numbers that extend beyond the spaces available and indicate proper placement	20. adjust the size of numbers to fit in the space available?

Align student's test paper here for easy grading.

104 HANDWRITING

PRETEST

SAMPLE TEST

#10

Name: : Student : Writes :
Last First

Date: : Using Today : Date :
Mon. # Day Year #

CREDIT - (DO UNIT)

There are three parts to this test. You must pass this test with 90 percent accuracy (two errors allowed). You must use a ballpoint pen.

PART I - Directions: Read the following telephone conversation carefully. Write out in pen the telephone message form using the information given, today's date and time, and your initials.

Teacher Use Only	
1.	(Y) N
2.	(Y) N
3.	(Y) N
4.	(Y) N
5.	Y (N)
6.	(Y) N
7.	(Y) N
8.	(Y) N
9.	(Y) N
10.	Y (N)

Hello, this is Eddy in Accounting. Would you please leave a message for Mr. LaBella? Tell him to review the handbook section on handwritten forms with all employees by the end of the week. We have been unable to process some accounts because of poor writing on some sales slips. Thanks. Bye.

#5

MESSAGE

For Mr. LaBella

Date 2-29 Time 9:30 am

From Eddy

of Accounting

Phone Number

Telephoned	✓	Please phone	
Returned call		Wants to see you	
Came to see you		Will call you	

Please review handbook section on handwritten forms with all employees by the end of the week. Unable to process some accounts because of poor writing on sales slips

Signed EA

104 HANDWRITING - PRETEST continued

PART II - Directions: Print the names of these five new customers on the file folder labels using block-style letters.

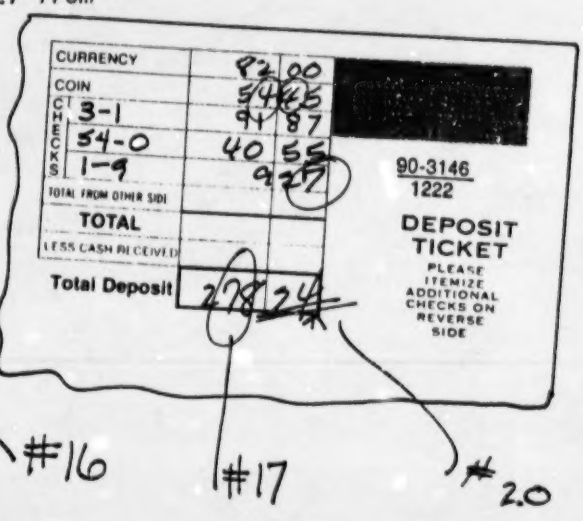
Andrews, David Edward
Wong, Lo Tung
Belves, Donald
ZEPHER PAPER PRODUCTS
ROYAL TOYS INCORPORATED

11. (Y) N
12. (Y) N
13. (Y) N
14. (Y) N
15. (Y) N

16. Y (N)
17. Y (N)
18. (Y) N
19. Y (N)
20. Y (N)

PART III - Directions: Using the following information, complete the deposit slip.

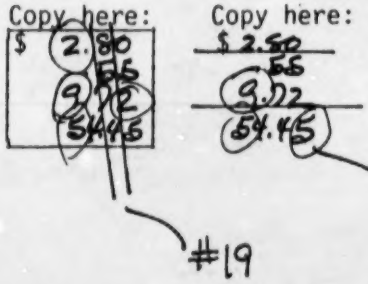
$54.45 in coins; $82.00 in currency; Check No. 1 for $91.87 from bank No. 1-3 has been done for you; Check No. 2 for $40.55 from bank No. 54-0; and Check No. 3 for $9.27 from bank No. 1-9.



Now, copy the following amounts in the space provided:

$ 2.80
.55
9.72
54.45

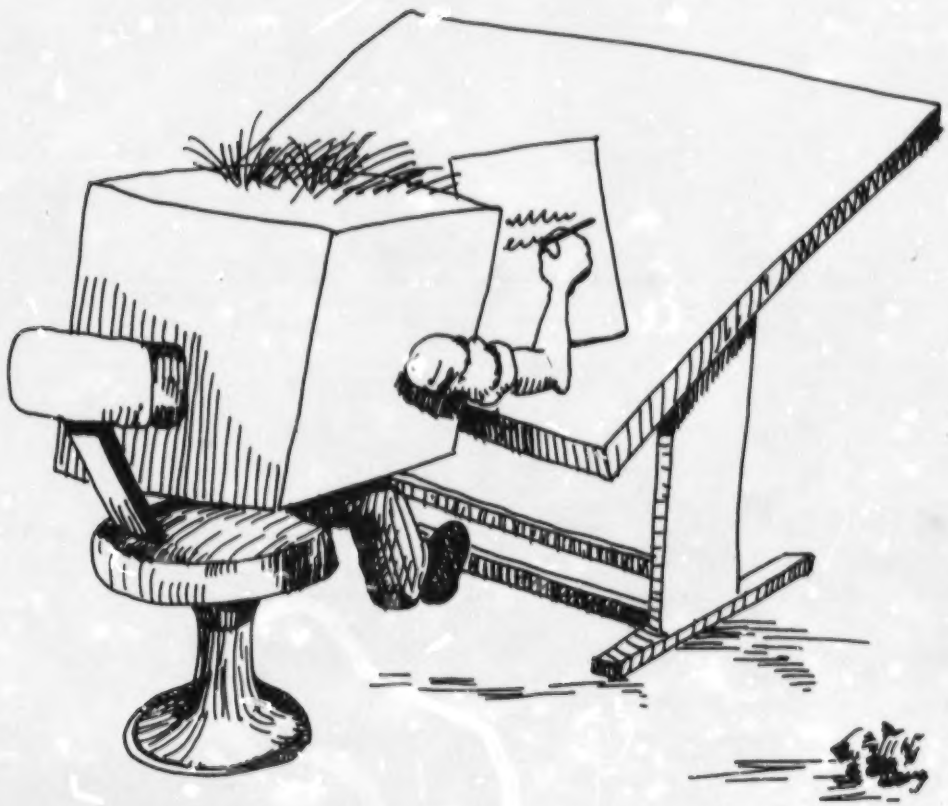
Copy here:



Copy here:

#19 #16 #17 #20

Handwriting



COMMON
CORE
UNITS IN
BUSINESS
EDUCATION

HANDWRITING

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HANDWRITING Working Papers

Name _____

Date Started _____

Date Completed _____

❶ Gather all materials listed below:

Filmstrip or slide viewer and tape player
READABLE WRITING, PRINTING, AND NUMBERING
visual materials and cassette tape
Headset
Ballpoint pen
Pencil
Red Pencil
Ruler
These Working Papers

❷ Follow the instructions on the visual materials and cassette tape to complete this unit. Write your answers on these Working Papers.

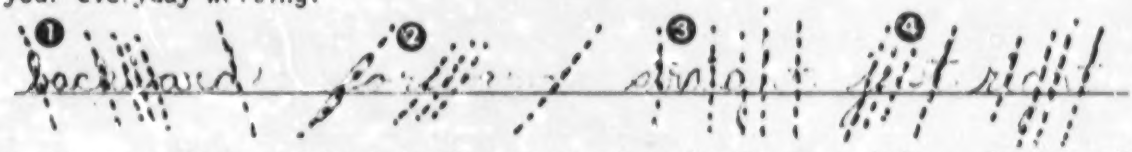
❸ Ready with Frame No. 1 visible in your viewer?? Then, start the tape.

Activity One

_____

Activity Two

For your writing to be easily read, it is essential that all your letters and words slant in ONE of the four directions illustrated below. You will have to work daily, even after this unit is completed, to have uniform letter slant in your everyday writing.



Write the sentence of Activity One three times in the space below. Be sure all the letters slant in one direction as you write.

_____

_____

_____

✪ CHECKPOINT: Take another look at your writing. Check if you...

[] used a sharpened pencil or a ballpoint pen that works,

[] wrote words and letters that slant in ONE direction,

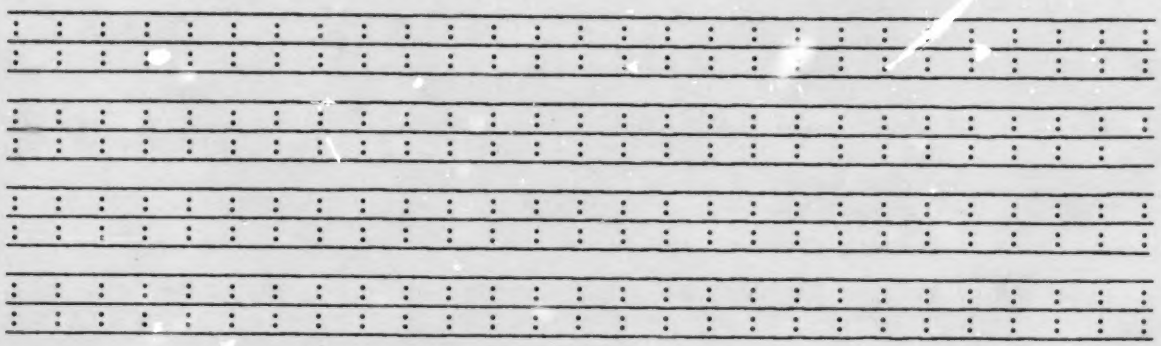
[] drew lines through down stroke letters with a red pencil and a ruler.

Activity Three

Line A

Line B

Lines C - F



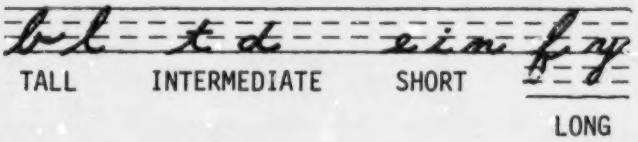
Line G

Activity Four

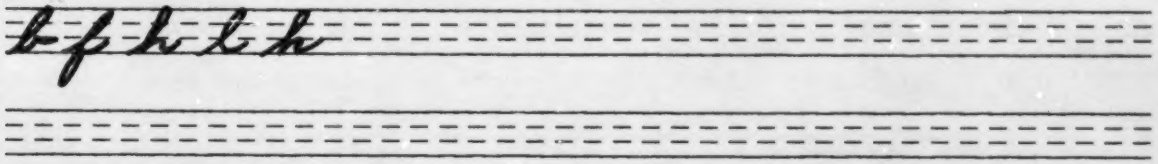
Column I Names	Column II Write here:	Column III - for small letters answer "YES" or "NO" to these:	Column IV Names
Michael	_____	Is i dotted? ____ h tall? ____	_____
Susan	_____	s closed? ____ n rounded on top? ____	_____
Sally	_____	l's looped? ____ y open and long? ____	_____
Jason	_____	a, s, o closed? ____ Wing stroke on o up? ____	_____
Richard	_____	i dotted? ____ r has broad flat top? ____	_____
Koleko	_____	k tall and readable? ____ l tall and looped? ____	_____
Jaime	_____	a closed? ____ m rounded on top? ____	_____
George	_____	r has broad flat top? ____ g is closed on top and long? ____	_____
Rocio	_____	i dotted? ____ No extra loops in in o's? ____	_____
David	_____	a and d closed? ____ i dotted? ____ Wing stroke on v is up? ____	_____

Activity Five

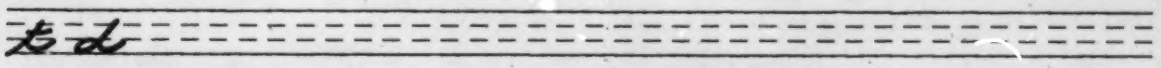
By dividing the writing line space into thirds and grouping each letter of the alphabet by size, you will be able to form letters correctly and with uniform height. The four sizes of letters are illustrated below:



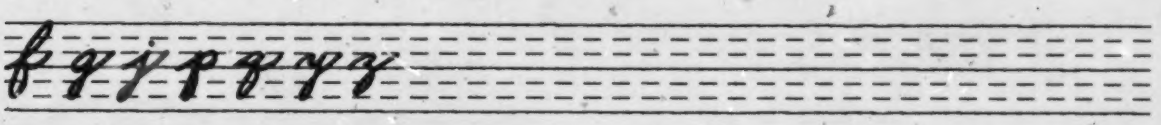
Practice writing each of these tall letters - b, f, h, l, and k - five times each on the lines below. Write each letter with a loop in the top two-thirds of the line space and with uniform slant that is most comfortable for you:



Practice the two intermediate size letters - t and d - five times each with no loops at the top. Cross the letter "t" with a short straight line about the middle of the line space:

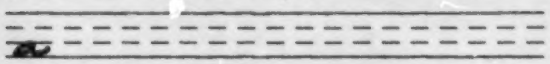


The long letters - f, g, j, p, q, y, and z - are written with a loop at the bottom that extends about two-thirds of a line space below the line of writing. Write these long letters five times each with uniform slant that is most comfortable for your style of writing.

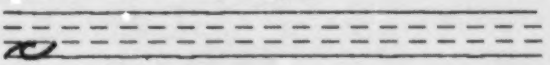


Only half of the letters of the alphabet are grouped as "tall" or "intermediate" or "long." You guessed it - 13 letters of the alphabet are "short!" To improve your writing of short letters, read the explanation on how to form the letter first. Then, write the letter five times with uniform slant and spacing on the line space below the explanation.

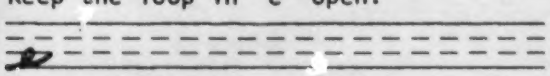
Close "a" at the top:



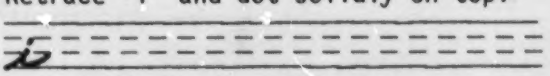
Round "c" at the top:



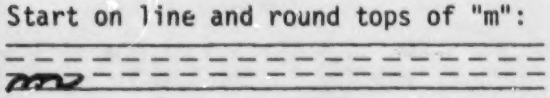
Keep the loop in "e" open:



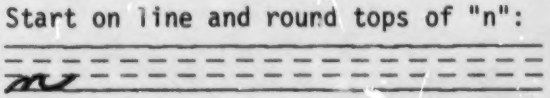
Retrace "i" and dot solidly on top:



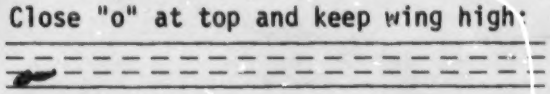
Start on line and round tops of "m":



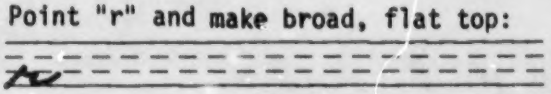
Start on line and round tops of "n":



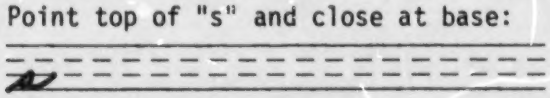
Close "o" at top and keep wing high:



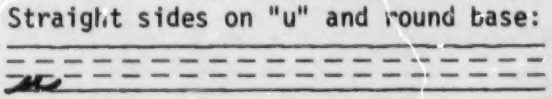
Point "r" and make broad, flat top:



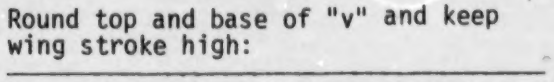
Point top of "s" and close at base:



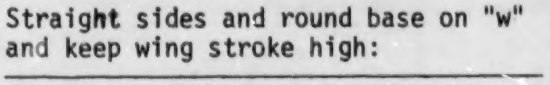
Straight sides on "u" and round base:



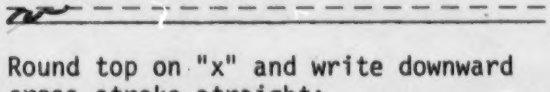
Round top and base of "v" and keep wing stroke high:



Straight sides and round base on "w" and keep wing stroke high:



Round top on "x" and write downward cross stroke straight:



Write the entire alphabet in order using proper letter height and uniform spacing between letters:

Write the entire alphabet in order once more using proper letter height and uniform spacing, but no guidelines:

CHECKPOINT: Evaluate your writing in Activity Five. Check if you...

[] crossed t with a short straight line,

[] wrote tall and long letters with a loop at the top and bottom,

[] dotted the i with a solid dot, and

[] wrote all letters slanting in ONE direction.

Now, have your teacher review your writing progress and initial here: _____

Activity Six

Directions: Complete each of the exercises in sequence to spell: P - L - A - N A - H - E - A - D. Adjust the size of your writing to fit in the space available. Do not write beyond the line or box!

P

Mr.
Mrs.
Miss. _____
Last First Middle

L Write the month you were born:

A Home Address _____
N City _____ State _____

A You pay by "check":

Paid by:

H Your instructor's full name:
_____

A Write this check for "Cash" in the amount of "Twenty-five and No/100".

PAY TO _____

_____ Dollars

_____ Signature

E Your Birthplace:

City	State

D Fill in for: "Whittier, CA 92060"

City _____
State _____
Zip Code _____

Activity Seven

Conversation #1
Message Form

DATE | HOUR ☐ A.M. ☐ P.M.

TO

WHILE YOU WERE OUT

MR.

OF

☐ TELEPHONED	☐ PLEASE RETURN CALL
☐ CALLED TO SEE YOU	☐ WILL CALL AGAIN
☐ WANTS TO SEE YOU	☐ RETURNED YOUR CALL

PHONE EXT.

MESSAGE

CALL RECEIVED BY

MESSAGE

For _____ Time _____

Date _____

From _____

of _____

Phone Number _____

Telephoned		Please phone	
Returned call		Wants to see you	
Came to see you		Will call you	

Signed _____

Conversation #2
Message Form

ABCDEFGHIJKLMN

OPQRSTUVWXYZ

Activity Eight

Lines A, B, C

Line D

Lines E, F, G

Line H

Line I

Most of the time, you will use all capital letters to print names, addresses, titles, and other headings on forms, labels, and file folders. When you combine capital and lowercase printed letter, use caution. Lowercase letters cause reading problems if not formed correctly! The same techniques of forming capital letters are used to form lowercase letters. Remember to...

...hold your pen or pencil in an upright position,

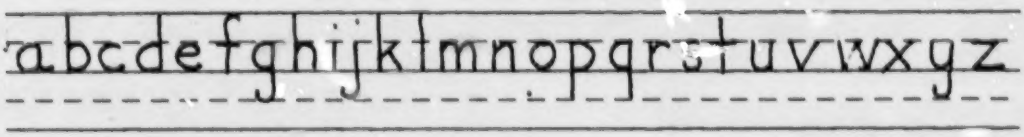
...use short quick strokes to form straight lines,

...form well-rounded curves,

...print with uniform height and size, and

...leave the same amount of space between each letter.

Using the sample of lowercase letters as your guide, practice writing each letter three times.



Letters formed with straight lines only: i k l t v w x z

Letters formed with curved lines only: c o s

Letters formed with both straight and curved lines: a b d e f g h j m n p q r u y

Write the lowercase alphabet once without the benefit of guidelines.

Use your ruler and red pencil to draw a line touching the top of "a" and the top of "y" - are your letters of equal height?

Activity Nine

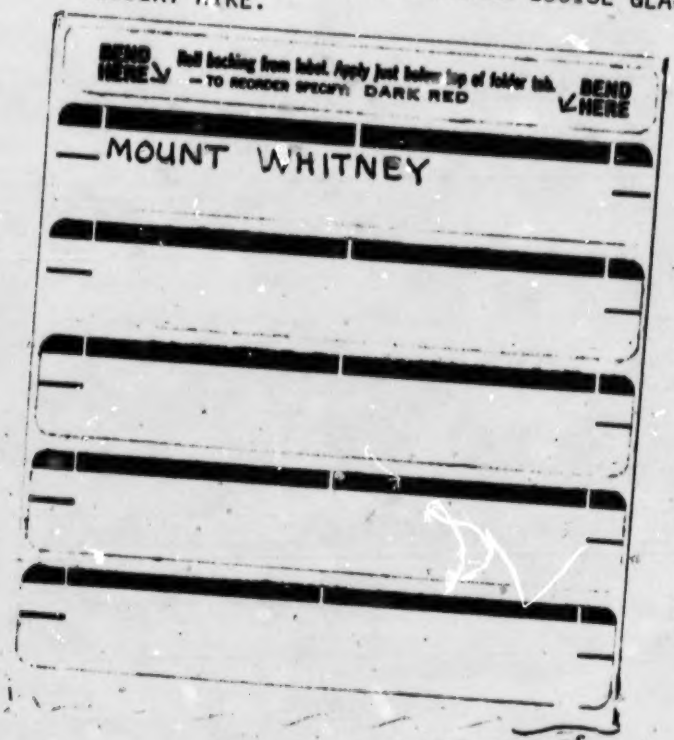
Directions: Use your printing skills to complete each of the exercises in sequence to spell: P - R - I - N - T. Adjust the size of your printing to fit in the space available. Do not print beyond the line, space, or box.

P Use all capital letters:

/ Last / First / Middle

R Use all capital letters to print the name of the state in which you were born:

I Use all capital letters to print file folder labels for these backpacking trips: MOUNT WHITNEY, SERRIA MOUNTAINS - NORTH, SERRIA MOUNTAINS - SOUTH, LAKE LOUISE GLACIER TRIP, BORREGO DESSERT HIKE.



N Use mixed letters to list five things you would purchase if you had $100 to spend.

1.
2.
3.
4.
5.

T Use mixed letters to print the full name of ONE of your parents or guardian; print one letter in each space.

[ ] [ ] [ ]
Last First Middle

Check:
Mr. [ ]
Mrs. [ ]
Miss [ ]
Ms. [ ]

CHECKPOINT: Look over your printing practice. Check if you...

[] spaced evenly between words and between letters,

[] adjusted the size of your printing to fit the line, space, and box,

[] printed capital letters of equal height,

[] printed lowercase letters of equal height, and

[] formed both capital and lowercase letters correctly.

Now, have your teacher review your printing progress and initial here: _____

Activity Ten

Directions: To improve your writing of numbers, read the explanation on how to form each number first. Then, copy each number ten times in the boxes. DO NOT LET THE NUMBER TOUCH THE SIDES OF THE BOX.

1 Straight even line up and down; no extra lines on the top or base.

2 No loops; base flat and same size as top curve, like the letter "Z".

3 No loops, curved top and bottom so right hand side is clearly indented

4 Do not close top; make a right-angle cross in the middle.

5 Make "5" like the letter "S" with a square top and curve open on left.

6 Close loop in middle; make well-rounded curves.

7 Use two straight lines with a sharp corner; no "flags" on top.

8 Close loops; make sure an "X" is formed at the middle; make top and bottom loops the same size.

9 Close top of "9" and make loop big and tail long without curling.

0 Closed and round loop; no extra curls; never connect to another number.

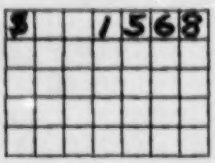
Activity Eleven

Directions: To practice and improve your ability to write, position, and align numbers, copy the set of figures into each box. Form each number according to the rules on the previous page.

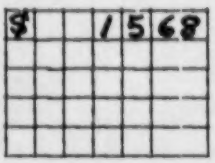
Checks:

$15.68
$235.75
$9.03
$45.67
$809.21

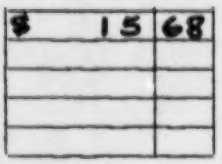
Box 1



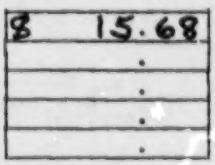
Box 2



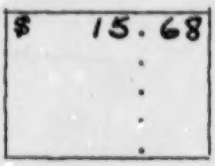
Box 3



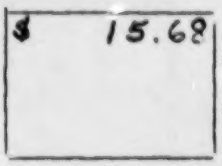
Box 4



Box 5



Box 6



Directions: Copy the following amounts into the space at the right. Form each number carefully. Write the amounts so that the decimals will be in a straight vertical line.

	Copy below:		Copy below:
$4.57	$4.57	435.793	435.793
$35.9		2.83	
$102.35		15.15	
$88.04		680.74	
$.77		2.6	

Activity Twelve

Directions: Complete each of the forms that follow using your personal information, if necessary, and the data given next to each form. Use your best writing, printing, and numbering skills to complete these forms.

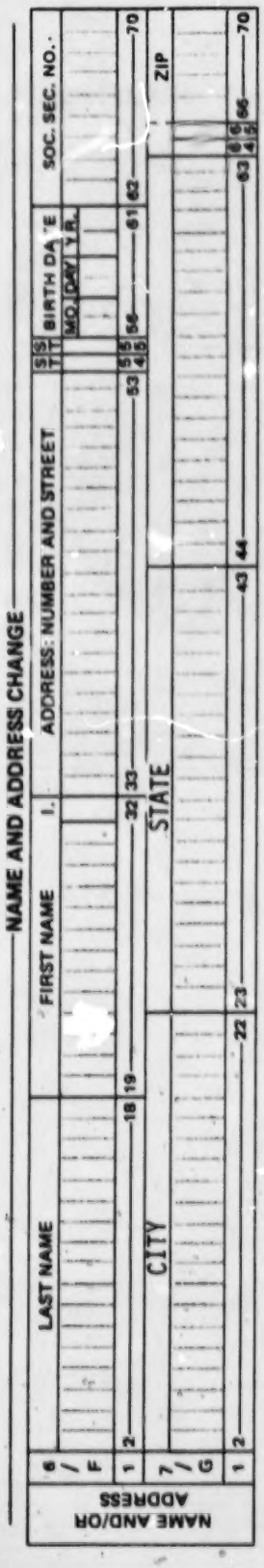
List the following amounts on the deposit slip at the right:

$14.58 in coins; $57.00 in currency; Check No. 1 from bank No. 3-1 for $99.53 has been done for you; Check No. 2 from bank No. 45-2 for $5.68; and Check No. 3 from bank 2-68 for $7.93.

LIST CHECKS BY BANK NO.	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS 1. 3-1	99	53
2.		
3.		
4.		
TOTAL DEPOSIT		

[redacted]
90-52
1222

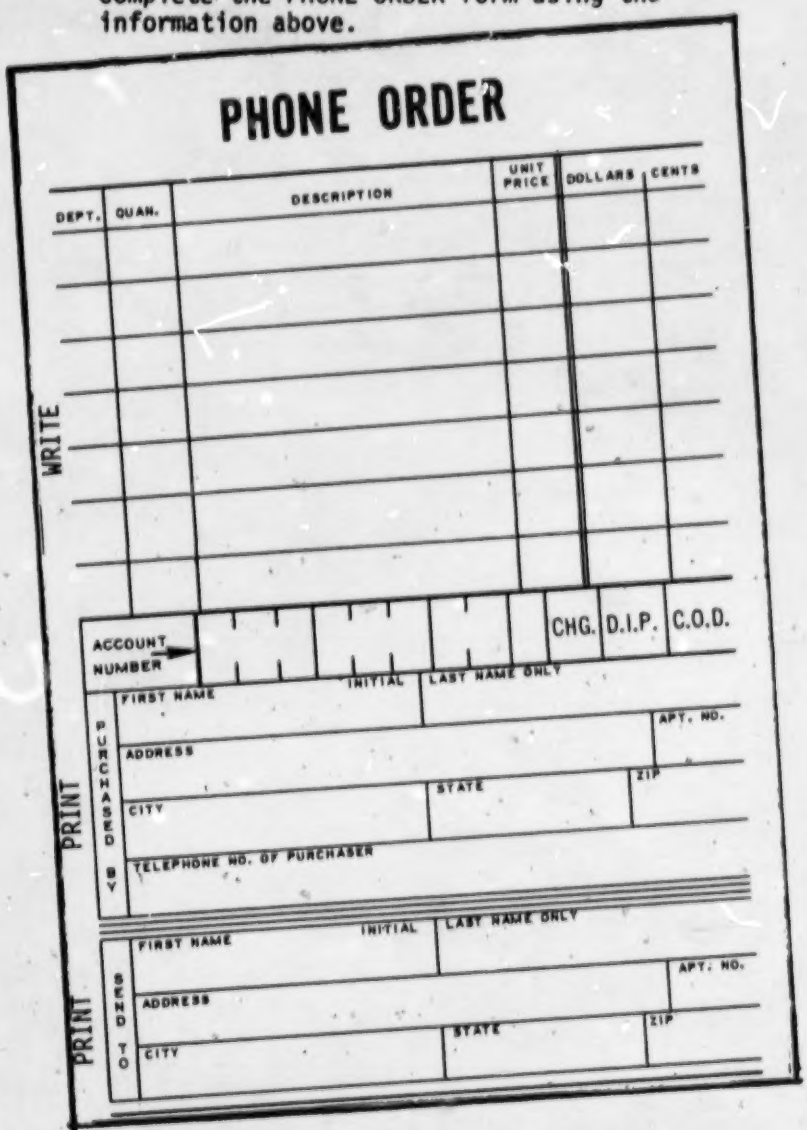
IF MORE THAN 4 CHECKS, LIST ON REVERSE SIDE. ENTER TOTAL HERE.



Your employer must update information on each employee before tax records and forms can be processed by the Accounting Department. Fill-in the employee information form on the left.

You are working in the Catalog Department (No. 66) of a local department store. Your best friend calls to purchase the following items: 1 Swinger Stapler, Red, for $4.50; and 2 boxes of Swinger Staples No. 501 for $1.50 each. Tax will be 45¢. Your friend wants to charge these items to the personal account, No. 468-390-12, and send the stapler and staples to Mr. Steven Ketterer, 91 East Jay Street, in your city.

Complete the PHONE ORDER form using the information above.



★ CHECKPOINT: Take a critical look at your work in Activity Eleven and Activity Twelve. Check if you...

[] aligned numbers in even vertical lines,

[] wrote groups of numbers evenly on the horizontal line,

[] aligned the decimal points in a straight vertical line, and

[] completed the forms neatly and carefully following the directions.

You should be able to write, print, and number on the HANDWRITING POST TEST...

❶...with uniform slant in one direction,

❷...with even spacing between words, letters, and numbers on a horizontal line,

❸...with straight vertical alignment,

❹...with the size adjusted to fit attractively in the space available on lines, spaces, and boxes.

Finish this unit by...

❶ returning all materials and equipment to storage,

❷ giving these Working Papers to your teacher for checking, and

❸ asking your teacher for the HANDWRITING POST TEST.

Recycling Activities

Name _____

Date Started _____

Date Completed _____

Directions: If you did not pass the first post test, you must complete the following acticities to review and improve you writing, printing, and numbering skills. You will need a pen, pencil, lined paper, and your Working Papers.

WRITING IMPROVEMENT REVIEW ACTIVITY

Your writing must slant in ONE of the four directions illustrated on the first page of your Working Papers. Leave a space about the size of small "o" between each word and don't crowd or spread the letters as you write. The actual formation of each small letter is very important to readability.

❶ - Using the instructions and explanations in Activity 5 of your Working Papers as a guide, practice writing each letter five times on your lined paper.

❷ - Copy the paragraph below in your best writing on the lined paper:

> The ability to write well is an important asset when applying for employment. Employers very judge a person by the quality of the handwriting on the application form. There is no excuse for poor or sloppy handwriting on the job or in personal life. Practice good writing skills every day.

PRINTING IMPROVEMENT REVIEW ACTIVITY

Use square, block-style letters like those shown in Activity 8 of your Working Papers. Space between printed words and letters just as you do when writing. All printed capital letters should be the same height and all printed lowercase letters should be the same height to be attractive and easily read.

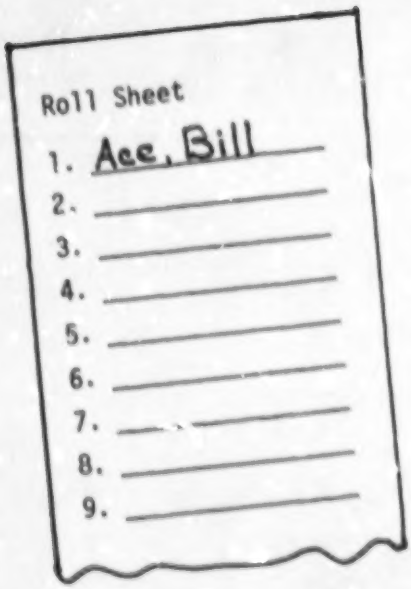
❶ - Print the entire alphabet of capital letters and lowercase letters on your lined paper using the guides in Activity 8. Be sure the capital letters are all the same height and that the lowercase letters are all the same height.

❷ - Print the list of students on the teacher's roll sheet printed on the next page. Adjust the size of your printing to fit in the space available on the form - do not let your printing extend

beyond the line of writing.

New Students

Adams, Beverly
Bakatis, Irene
Pazzaz, Oscar
Ramirez, Juan
Wong, Sam
Yamata, Yoko



NUMBERING IMPROVEMENT REVIEW ACTIVITY

Use plain, block-style numbers like those shown in Activity 10 of the Working Papers. Don't crowd or spread numbers written in a group. Leave a space about the size of small "o" between groups of numbers or a number and a word. When writing numbers in boxes or on spaces, DO NOT let the number touch the sides of the boxes or extend beyond the space available.

❶ - Using the large numbers illustrated in Activity 10 as a guide, practice writing each number 10 times on your lined paper.

❷ - Practice writing each number 5 times in the boxes below. DO NOT LET THE NUMBER TOUCH THE SIDES OF THE BOX.

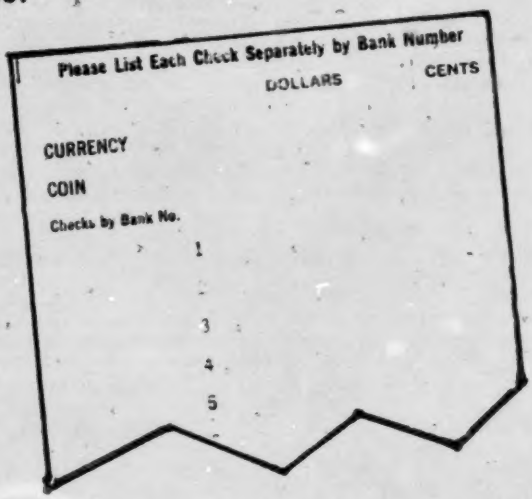
❸ - Copy the following amounts into the box at the right. Be sure you write the decimals so that they will be in a straight vertical line. Then write the same set of numbers in the space at the right.

$ 8.63
3.05
.57
21.90

Copy here:

Copy here:

❹ - List the following amounts on the deposit slip without the numbers touching the sides of the boxes: $41.85 in coins; $7.00 in currency; Check No. 1 from bank 1-3 for $9.35; Check No. 2 from bank 5-4 for $68.55; and Check No. 3 from bank 71-9 for $152.98.



✪ CHECKPOINT: Take a critical look you writing, printing, and numbering practice. Check if you...

[] wrote with uniform slant in one direction,

[] wrote with even spacing between words, letters, and numbers on a horizontal line,

[] wrote numbers in straight vertical lines, and

[] adjusted the size of your writing, printing, and numbering to fit attractively and neatly on lines, spaces, and boxes.

If you are still having problems eliminating the "bugs" from your handwriting, ask your teacher for individual help.

You are now ready to finish this unit by...

❶ giving your teacher these Recycling Activities, your Working Papers, and sheet of lined paper with your handwriting practice on it, and

❷ asking your teacher for a retake on the HANDWRITING POST TEST.

104 HANDWRITING

PRETEST

Name: _____
Last First

Date: _____
Mon. Day Year

CREDIT - DO UNIT

There are three parts to this test. You must pass this test with 90 percent accuracy (two errors allowed). You must use a ballpoint pen.

PART I - Directions: Read the following telephone conversation carefully. Write out in pen the telephone message form using the information given, today's date and time, and your initials.

Teacher Use Only	
1.	Y N
2.	Y N
3.	Y N
4.	Y N
5.	Y N
6.	Y N
7.	Y N
8.	Y N
9.	Y N
10.	Y N

Hello, this is Eddy in Accounting. Would you please leave a message for Mr. LaBella? Tell him to review the handbook section on handwritten forms with all employees by the end of the week. We have been unable to process some accounts because of poor writing on some sales slips. Thanks. Bye.

MESSAGE

For _____

Date _____ Time _____

From _____

of _____

Phone Number _____

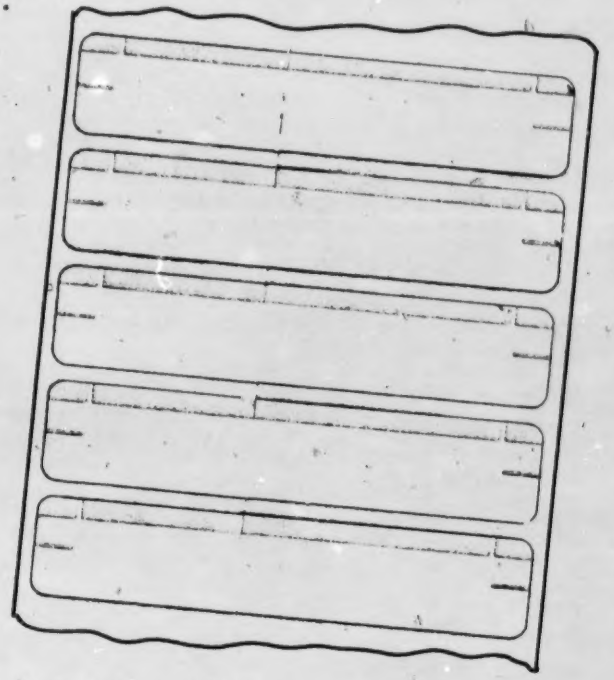
Telephoned		Please phone	
Returned call		Wants to see you	
Came to see you		Will call you	

Signed _____

104 HANDWRITING - PRETEST continued

PART II - Directions: Print the names of these five new customers on the file folder labels using block-style letters.

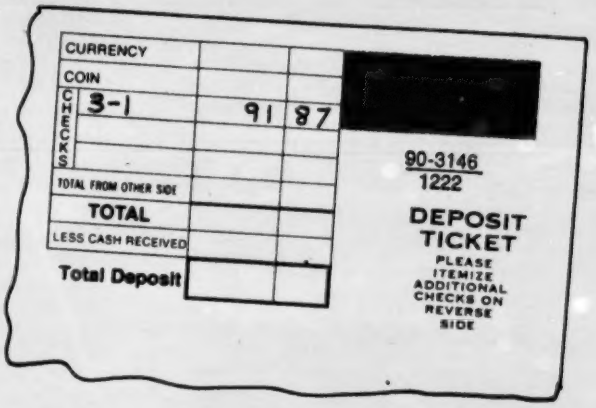
Andrews, David Edward
Wong, Lo Tung
Belves, Donald
ZEPHER PAPER PRODUCTS
ROYAL TOYS INCORPORATED



11.	Y	N
12.	Y	N
13.	Y	N
14.	Y	N
15.	Y	N
16.	Y	N
17.	Y	N
18.	Y	N
19.	Y	N
20.	Y	N

PART III - Directions: Using the following information, complete the deposit slip.

$54.45 in coins; $82.00 in currency; Check No. 1 for $91.87 from bank No. 1-3 has been done for you; Check No. 2 for $40.55 from bank No. 54-0; and Check No. 3 for $9.27 from bank No. 1-9.



Now, copy the following amounts in the space provided:

$ 2.80
.55
9.72
54.45

Copy here:
$

Copy here:
$

104 HANDWRITING

POST TEST 2

Name: _____ : _____ : _____
Last First

Date: _____ : _____ : _____ : _____
Mon. Day Year

CREDIT - RETAKE

Three are three parts to this test. You must pass this test with 90 percent accuracy (two errors allowed). You must use a ballpoint pen.

PART I - Directions: Read the following teltphone conversation carefully. Write out in pen the telephone message form using the information given, today's date and time, and your initials.

Teacher Use Only
1. Y N
2. Y N
3. Y N
4. Y N
5. Y N
6. Y N
7. Y N
8. Y N
9. Y N
10. Y N

Hi - Hey, what's going on over there - this is the fourth order that has been held up because we can't read the writing! Yes, this is Smitty over in the warehouse on the first floor. Would you have Gary Thompson call be back today? I need to process the Piffer order as soon as possible. Thanks! Bye!

MESSAGE

For _____

Date _____ Time _____

From _____

of _____

Phone Number _____

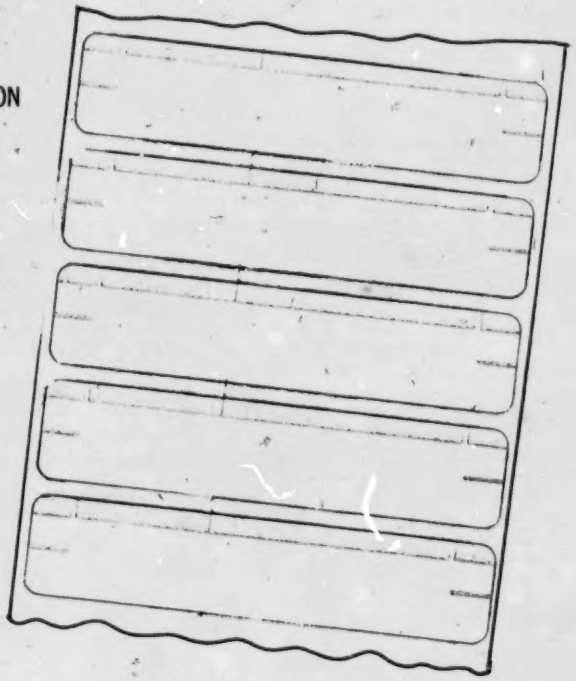
Telephoned		Please phone	
Returned call		Wants to see you	
Came to see you		Will call you	

Signed _____

104 HANDWRITING - POST TEST 2 continued

PART II - Directions: Print the names of these five new customers on the file folder labels using block-style letters.

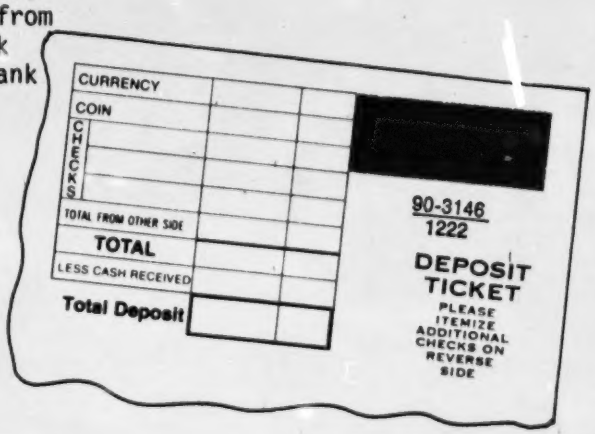
CUNNINGHAM PLUMBING COMPANY
IMPACT PUBLISHING CORPORATION
Williams, LeRoy Robert
Ming, Kim
Turincio, Mario Juan



11.	Y	N
12.	Y	N
13.	Y	N
14.	Y	N
15.	Y	N
16.	Y	N
17.	Y	N
18.	Y	N
19.	Y	N
20.	Y	N

PART III - Directions: Using the following information, complete the deposit slip.

$44.55 in coins; $20.80 in currency; Check No. 1 for $17.98 from bank No. 23-1; Check No. 2 for $50.45 from bank No. 40-5; and Check No. 3 for $97.20 from bank No. 10-9.



Now, copy the following amounts in the space provided:

	Copy here:	Copy here:
$9.03	$	$
.70		
3.30		
82.64		

104 HANDWRITING

POST TEST 1

Name: _____ : _____ : _____
Last First

Date: _____ : _____ : _____ : _____
Mon. Day Year

CREDIT - RETAKE

There are three parts to this test. You must pass this test with 90 percent accuracy (two errors allowed). You must use a ballpoint pen.

PART I - Directions: Read the following telephone conversation carefully. Write out in pen the telephone message form using the information given, today's date and time, and your initials.

Teacher Use Only	
1.	Y N
2.	Y N
3.	Y N
4.	Y N
5.	Y N
6.	Y N
7.	Y N
8.	Y N
9.	Y N
10.	Y N

Hi, this is Maxine in Personnel. Would you leave a message for Mrs. Garcia, please? Tell her that three of the job applications for file clerk are well written and very neat. Marshal, Rodney, and Phillip appear to have lots of potential. The other two application forms are incomplete or messy. Thanks. Goodbye.

MESSAGE

For _____

Date _____ Time _____

From _____

of _____

Phone Number _____

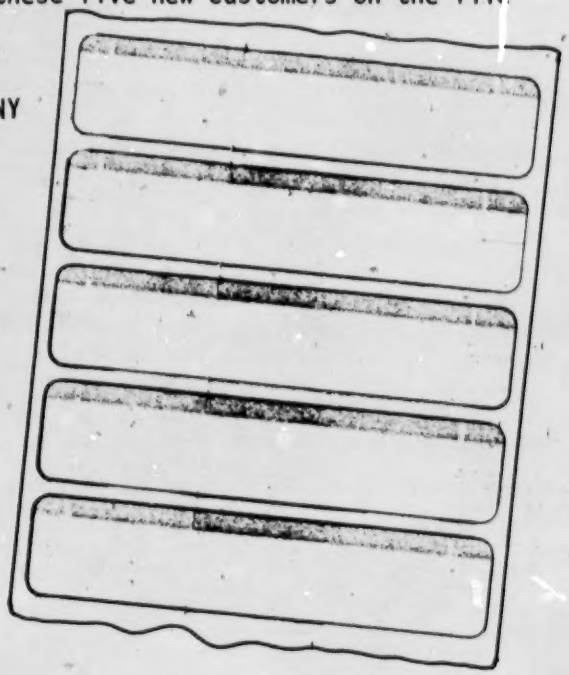
Telephoned		Please phone	
Returned call		Wants to see you	
Came to see you		Will call you	

Signed _____

104 HANDWRITING - POST TEST 1 continued

PART II - Directions: Print the names of these five new customers on the file folder labels using block-style letters.

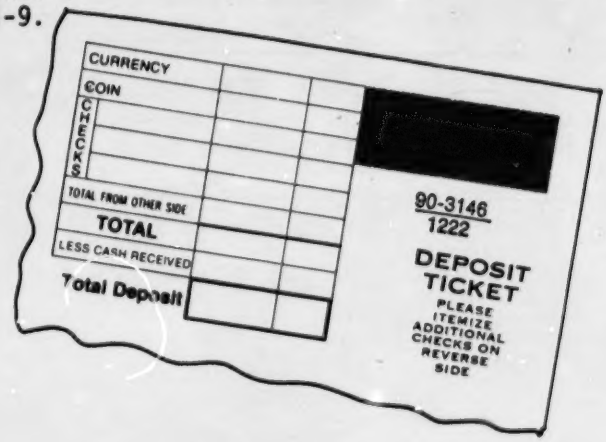
MAXWELL AND SMITH LIMITED
ODES, BOX, AND QUINCE COMPANY
Anderson, Bill and Darlene
Yamata, Charlotte
Wing, Song Lee



11.	Y	N
12.	Y	N
13.	Y	N
14.	Y	N
15.	Y	N
16.	Y	N
17.	Y	N
18.	Y	N
19.	Y	N
20.	Y	N

PART III - Directions: Using the following information, complete the deposit slip.

$35.45 in coins; $28.00 in currency; Check No. 1 for $19.78 from bank No. 3-1; Check No. 2 for $55.40 from bank No. 45-0; and Check No. 3 for $2.97 from bank No. 1-9.



Now, copy the following amounts in the space provided:

	Copy here:	Copy here:
$.33	$	$
8.20		
7.90		
45.54		